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**CONFIDENTIAL**

9 OCT 1959

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : OTR Activities

The Office of Training reports on the following activities during the month of September 1959:

1. Training Assistance

a. The Weekly Current Intelligence Briefing for all Agency personnel was resumed on Friday, 11 September. Approximately thirty persons attended. On 25 September approximately eighty persons attended, including members of the JOT class.

b. On 18 September a briefing on CIA and the intelligence community was given for Governor G. Mennen Williams of Michigan. The Governor, who had received an ad hoc Secret clearance, was also briefed by three OCI area experts.

c. On 22 September the Departmental Briefing was conducted for fifty persons from Army, Navy, Air Force, State, and USIA.



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**SUBJECT: OTR Activities**

e. Visitors attending the Intelligence Products Exhibit on 29 September included 94 from USIB, 20 from Navy, 13 from Army, 22 from State, 20 from NSA, and 19 from Air Force.

f. The 24 students in the Department of State's current Mid-Career Course on Foreign Affairs were briefed. Lectures were given by the

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Kirkpatrick. All indications point to one of the most successful briefings of this sort we have had. One of the students considered it by far the best presentation the group had received from any branch of the Government.

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**2. Internal Training Activities**

a. A meeting was held with three officers from USAF's Special Investigations School to develop a two-week training course to familiarize selected OSI officers with agent operations. The course will be offered three times a year beginning 4 January 1960. Selected instructors in the Special Investigations School will audit the course and prepare to assume responsibility for subsequent runnings.

b. As of 23 September there were 68 persons in the JCI Program. Eight to twelve others will enter on duty before the deadline of 14 October.

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c. The Fall Semester of the Voluntary Language Training Program began on 8 September with 49 classes in 9 different languages. A class in Finnish has been started since then and a German Seminar at the Intermediate level is now being organized. The final student enrollment for this semester is 406, although more than 500 registrations were received. As usual, classes are scattered over a large area, with the majority of the classes being given in Quarters Eye. During this semester 15 classes are being conducted in the Administration area, with classes in Riverside Stadium, "M" Building, and Administration Building.

d. Mr. Joseph E. Hooftagle, Assistant Director for Administration, USIA, PER-1, is enrolled in a voluntary German course given at Quarters Eye.

e. During September language awards were authorized in the amount of \$4,050 to 37 employees. Cumulative awards to date now total \$279,800 to 2,252 employees.

f. The fall upswing in enrollments is creating some problems of oversubscription. Effective Writing has several alternates standing by; Supervision had enough applicants to run two classes at a time when [ ] is so short-handed that he has to present the course himself; Intelligence Orientation Course #34 was fifteen above capacity, and after rescheduling the IOC extras, we are now full for #35 and #36, with alternates. When the 5 per cent rescission is printed, these overages may vanish.

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### 3. Monthly Enrollment

During the month of September 900 persons were enrolled in OTR-conducted training. Nine of these were Agency dependents, twelve were reserve officers, and nine were employees of other Government agencies.

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MATTHEW BAIRD  
Director of Training

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